

**APPLICATION FOR THE GUEST HOUSE RESERVATION**  
**(OFFICIAL PURPOSES)**

1. Name of the Applicant: Prof./Dr/Mr/Ms.....
2. Designation : ..... E-mail.....
3. Faculty / Department /Division : .....
4. Telephone Number : Ext. No..... Mobile No .....
5. Centre of the guest house to be reserved : .....
6. Official Purpose : .....
7. Number of members suppose to stay : .....
8. Duration : From ..... To .....
9. Number of Dates : .....
10. Number of rooms needed : .....
11. Details about Guests:

No	Name with Initials	Gender Male/ Female	Designation	NIC Numbers
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

I know that if somebody stay in addition to the above list is an unauthorized stay, if so, the full responsibility/lies with me and it may cause for a disciplinary action against me. I obligate to pay the full amount and/or any fine to the University and I declare my authorization to deduct from my salary if I have to make any additional payment, and cost of damages due to the stay of guests under my reservation at the Guest House. **I know that I am abided by the rules, regulations, guidelines etc. imposed by the OUSL.**

I checked and came to know that rooms are available in relevant Guest Houses during the reservation dates. I hereby declare herewith that no persons in addition to the above list will stay in the Guest House. I assure the proper use of rooms and all guests will submit their National Identity Cards to the Guest Housekeeper at the check-in.

.....  
Applicant's signature and date

**For official booking only:**

I personally satisfied/ not satisfied that the above reservation is official purpose as mentioned above.

Recommended/not recommended.

.....  
Dean/Head of Department/Division  
Signature & Date (official stamp)

**GUEST HOUSE BOOKING - OUSL**

• *No fees will be charged for official purposes*

**Details about Rooms [Rooms & Beds]**

<b>Guest House</b>	<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>	<b>Room 4</b>	<b>Room 5</b>
Nawala	02	02	03	02	02
Bandarawella	02	02	02	03	-
Polgolla	02	03	02	03	-
Matara	03	02	02	-	-
Batticaloa	01	02	03	04	-
Anuradhapura	02	02	02	02	-
Jaffna	04	02	02	-	-
Ambalanthota	02	02	-	-	-
Polonnaruwa	02	02	-	-	-
Monaragala	02	02	-	-	-